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BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1530 (BC-653)P

March 6, 2003

EMS TRANSMISSION

Instruction Memorandum No. BC-2003-030

Expires: 9/30/2004

To: All State Directors, Field Office Managers
Attn: State and Field Office Property Managers

From: Director, National Business Center

Subject: FY 2003 Real Property Inventory and Certification

Due Date: 06-01-03

Program Area: Real Property Management

Purpose: This Instruction Memorandum (IM) sets forth procedures and requirements for conducting the FY 2003 Real Property inventory and certification process.

Policy/Action: All Bureau of Land Management (BLM) offices that have accountability for real property assets must conduct the FY 2003 Real Property inventory. This inventory should be accomplished utilizing information found in the FA300, Real Property Management Inventory report. Specific responsibilities are outlined in Attachment 1, while Attachment 2 lists procedures and steps for conducting real property inventories. Real Property inventories must also be certified (see attachment 3, Real Property Inventory certification).

Timeframe: This IM is effective upon receipt. The submission of all supporting documents for data corrections, additions, disposals, and the inventory certification is due to BC-653, Property Operations Branch, by June 1, 2003.

Budget Impact: The effect on the budget is minimal.

Background: During the FY 2002 audit, the BLM received a Notice of Finding and Recommendation (NFR) focusing on untimely additions and deletions in Real and Personal Property. This is a repeat finding from the FY 2001 financial audit. Continued emphasis and attention is needed in both the timely accounting for all new property assets and ensuring the efficient disposal of obsolete assets.

Close coordination among Property Managers/Technicians, Engineers, and Bureau Accountable Officers is required to ensure the effectiveness of the annual inventory.

Your diligent attention is needed to help ensure that our assets are properly accounted for and that adjustments to Bureau records are made efficiently. A thorough and complete inventory will help the Bureau maintain its unqualified or “clean” audit opinion for the FY 2003 financial statements audit.

Manual/Handbook Sections Affected: BLM Guidebook, G-1520-1, Real Property Management.

Coordination: This document was coordinated with the National Business Center’s (NBC’s) Program Management Branch (BC-612) and Property Operations Branch (BC-653).

Contact: If there are any questions regarding the inventory or certification process, please contact Andra Gerstenkorn at 303-236-9403 or Robert Palmer at 303-236-9426.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

4 Attachments:

- 1 **B** Real Property Inventory Responsibilities (2pp)
- 2 **B** Procedures and Steps for Conducting Real Property Inventories (2pp)
- 3 – Real Property Inventory Certification (1p)
- 4 – Real Property Inventory Facility Outline (4pp)

Real Property Inventory Responsibilities

General Responsibilities:

Inventory responsibilities must be shared between field office property management, fire/recreation community personnel as applicable, and engineering personnel.

State Office Property Managers will:

- Upon receipt of the IM, inform Field Office Managers of timelines for completion to meet the June 1, 2003 deadline.
- Collect the inventory and updates from the Field Office(s); review, certify, and forward the completed inventory to NBC for input into the Fixed Asset (FA) Personal/Real Property Management system.

Field Office Managers will:

- Establish an "Inventory Team" consisting of the Field Office Property Manager, Field Office Engineer, Fire Resource Manager as appropriate, recreation personnel as appropriate, and other personnel as needed to complete the inventory.
- Ensure coordination between engineering, fire resources and recreation personnel where applicable, and property management personnel.
- Review final supporting documentation for completeness and ensure that the inventory is conducted in a timely manner to meet deadlines set forth by the State Office Property Manager.
- Sign the certification and submit it to the State Office Property Manager by the due date.

Field Office Property Manager will:

- Coordinate and conduct the Real Property inventory. Work with Engineers and Fire Resource Managers as needed to obtain an accurate inventory and certification.
- Certify that the inventory has been completed.
- Provide a copy of FA300, certification cover sheet with proper signatures, and any addition or deletion supporting documents to the State Property Manager.

Field Office Engineer/Fire Resource Manager & Recreation Personnel (as appropriate) will:

- Cooperate with State and Field Office Property Managers to ensure completion of the inventory and necessary paperwork for additions/deletions.
- Certify that the inventory has been completed.

BC-653 Real Property Staff will:

- Review the submissions from each State Office and determine what assets need corrective action in the system.
- Monitor the status of all field office property management inventories for the WO and ensure that property management inventories are submitted by field offices
- Reconcile real property assets with the Bureau General Ledger (GL) control accounts.

Procedures and Steps for Conducting Real Property Inventories

1. Print Real Property inventory records (FA300 Report)

- Go to <http://mis.blm.gov/index.html>
- Choose Property, Space, & Vehicle
- Click on your State
- Scroll down to the FA Real Property Reports
- Choose the FA300 Brio report
- Highlight the location code appropriate for your inventory
- Choose "Click to Select the FA300 Report"
- Print these records for inventory validation

To locate the appropriate locations on the FA300 that your team needs to inventory, please refer to Attachment 4.

2. The inventory team must visit all sites to validate the completeness and accuracy of the Real Property Inventory. The physical site makeup must be compared to FA300 inventory information.

3. Look for discrepancies between the FA300 and your own records regarding acquisition costs or descriptions. Suggested changes should be annotated directly on the FA300 report that will be turned into BC-653. While the focus is on current capitalized sites, please consider sites that are not currently in the Real Property Inventory; these sites may also contain new buildings, structures, or improvements that need to be added to the Real Property records based on the \$250,000 per site capitalization threshold. Special attention should also be paid to items that need to be removed from the FA records.

4. Review Additions to Real Property Records - Additions, based on the current \$250,000 per site threshold, will require the following supporting documentation:

- o Acquisition documents
- o Copies of Receiving Reports (with acquisition date information)
- o 1310-11 Completion Form
- o 1530 Property Forms
- o Financial Payment Documents

5. Review Deletions from Real Property Records - Items listed on the FA300 that no longer exist must be properly disposed of. Appropriate disposal documents must be forwarded with the inventory and certification.

6. When the physical inventory is complete, the Field Office Property Manager, the Field Office Engineer, the Fire Resource Manager when appropriate, and the Field Office Manager must sign off on the inventory certification cover sheet. This certified inventory (annotated FA 300 report) with all supporting documents related to corrections, additions or deletions, should then be forwarded to the State Office Property Manager

Attachment 2-1

7. The State Office Property Manager should review the inventory for completeness, certify the inventory, and forward the completed package to BC-653. All corrections, additions/deletions, and supporting documents must be forwarded with the inventory and certification.

Note: IM 2002-171, Policy for Establishing, Monitoring, Closing, and Maintaining Site Information for Capitalized Real Property Construction Projects, is a good source of information/guidance that can be referenced on the property web site main page, <http://ncweb.sc.blm.gov/property/>.

Real Property Inventory Certification

Organization Office Location(s): _____

I hereby certify that a physical real property inventory was completed for FY 2003, and that the attached information accurately describes and accounts for the real property assigned to this location.

Field Office Property Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Field Office Engineer

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Recreation Personnel/Fire Facilities Manager (when appropriate)

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

Field Office Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

State Office Property Manager

_____ (Signature)	_____ (Print Name)
_____ (Title)	_____ (Date)

REAL PROPERTY FACILITIES

<u>OFFICE</u>	<u>RP #</u>	<u>FACILITY NAME</u>
ALASKA		
AK310	R0409	FAIRBANKS ADMINISTRATIVE SITE
AK310	R0431	GALENA ADMINISTRATIVE SITE
AK310	R0453	FT. WAINWRIGHT ADMINISTRATIVE SITE
AK310	R0457	GALENA FIRE MANAGEMENT
HOUSING		
AK310	R1585	MARION CREEK CAMPGROUND
AK910	R0401	CAMPBELL TRACT FACILITY
AK910	R0406	GLENNALLEN ADMINISTRATIVE SITE
AK910	R0408	MCGRATH FIRE CONTROL STATION
AK910	R1064	PAXSON LAKE CAMPGROUND
AK910	R1235	SOURDOUGH CREEK CAMPGROUND
ARIZONA		
AZ010	R1078	VIRGIN RIVER CAMPGROUND
AZ030	R1625	KINGMAN SEAT BASE
AZ040	R1507	SAFFORD AIR OPERATIONS CENTER
AZ050	R0383	SENATOR WASH RECREATION SITE (CA)
AZ050	R0904	SQUAW LAKE RECREATION SITE (CA)
AZ050	R1034	SOUTH MESA RECREATION SITE (CA)
AZ060	R1186	SAN PEDRO HOUSE
AZ060	R1412	KINGSTON RANCH/TUCSON OFFICE SITE
AZ070	R0732	EMPIRE LANDING RECREATION SITE (CA)
CALIFORNIA		
CA160	R1319	WASHBURN RANCH ADMINISTRATIVE SITE
CA160	R1320	SQUAW LEAP RECREATION COMPLEX
CA160	R1351	MARCUS ULYSSES RANCH
CA160	R1618	PIEDRAS BLANCAS LIGHT STATION
CA180	R1324	MCCABE FLAT CAMPGROUND
CA180	R1145	COSUMNES VISITOR CENTER
CA180	R1322	RAILROAD FLAT CAMPGROUND
CA180	R1323	WILLOW PLACER CAMPGROUND
CA320	R1589	WEST VALLEY FIRE STATION
CA330	R0083	TOLKAN CAMPGROUND
CA330	R0625	KING RANGE ADMINISTRATIVE SITE
CA330	R0082	NADELOS CAMPGROUND
CA330	R0084	WAILAKI CAMPGROUND
CA330	R1332	BLACK SANDS BEACH TRAILHEAD
CA350	R0068	SUSANVILLE ADMINISTRATIVE SITE
CA350	R0607	RAVENDALE FIRE STATION
CA350	R0971	HOBO CAMP DAY USE AREA
CA370	R0524	SURPRISE ADMINISTRATIVE COMPLEX

CA610	R0614	CA DESERT DISCOVERY CENTER
CA610	R1114	SANTA ROSA VISITOR CENTER

Attachment 4-1

<u>OFFICE</u>	<u>RP #</u>	<u>FACILITY NAME</u>
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CA650	R1487	SALT WELLS WH & B & FIRE STATION
CA650	R1506	JAWBONE VISITOR CENTER
CA660	R1486	DOS PALMAS PRESERVE
CA670	R0684	IMPERIAL-CAUHILLA RANGER STATION
CA670	R1488	MIDWAY CAMPING PAD
CA670	R1489	GECKO CAMPGROUND
CA670	R1490	GECKO PARKIN PADS
CA670	R1491	ROADRUNNER CAMPGROUND
CA670	R1502	BUTTERCUP CAMPGROUND
CA670	R1503	OSBORNE OVERLOOK
CA680	R0996	APPLE VALLEY FIRE STATION
CA680	R1504	OWL CANYON CAMPGROUND
CA680	R1505	EL MIRAGE DRY LAKEBED

COLORADO

CO100	R0382	CRAIG OFFICE SITE
CO150	R0328	MONTROSE ADMINISTRATIVE SITE
CO200	R1225	FIVE POINTS RECREATION SITE
CO210	R1611	BLANCA WETLANDS RECREATION
SITE		
CO602A	R0987	GRAND JUNCTION AIR CENTER
CO810	R1250	ANASAZI HERITAGE CENTER

NIFC

FA100	R0512	NIFC
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IDAHO

ID070	R0569	SHOSHONE ADMINISTRATIVE SITE
ID070	R0915	BURLEY FIELD OFFICE WAREYARD
ID074	R1622	BYINGTON RECREATION SITE
ID075	R1615	POCATELLO AIR TANKER BASE
ID077	R0613	LUD DREXLER PARK
ID080	R0210	SALMON ADMINISTRATIVE SITE
ID080	R0610	COTTONWOOD RAH
ID080	R0955	HUCKLEBERRY RECREATION SITE
ID080	R1226	COTTONWOOD RECREATION SITE
ID080	R1347	PINK HOUSE RECREATION SITE
ID080	R1493	BLACKWELL ISLAND RECREATION SITE
ID090	R0670	BOISE DO/WAREHOUSE COMPLEX

MONTANA

MT020	R0324	MILES CITY ADMINISTRATIVE SITE
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MT020	R1379	POMPEY'S PILLAR
MT060	R0305	LEWISTOWN FIELD OFFICE
MT060	R1000	JAMES KIPP RECREATION AREA
MT070	R0734	HOLTER LAKE RECREATION SITE
MT070	R1501	DEVIL'S ELBOW RECREATION SITE

Attachment 4-2

OFFICE	RP #	FACILITY NAME
MT090	R1481	LITTLE ROCKIES FIRE STATION
MT100	R0363	FT. MISSOULA ADMINISTRATIVE SITE
MT910	R1610	BILLINGS RETARDANT AIR TANKER BASE
NEW MEXICO		
NM010	R1409	EL MALPAIS NATIONAL CONSERVATION AREA
NM020	R0343	WILD RIVERS RECREATION AREA
NM020	R0358	SANTA CRUZ RECREATION SITE
NM020	R1227	RIO GRANDE GORGE RECREATION AREA
NM030	R0718	AGUIRRE SPRINGS RECREATION SITE
NM030	R1475	DRIPPING SPRINGS RECREATION SITE
NM060	R1480	VALLEY OF FIRE RECREATION AREA
NM070	R0325	FARMINGTON ADMINISTRATIVE SITE
NM090	R0402	AMARILLO PLANT SITE
NM090	R0403	CRUDE PIPELINE
NM090	R0404	CLIFFSIDE FIELD
NM090	R0405	EXELL PLANT
NEVADA		
NV010 SITE	R1005	WILSON RESERVOIR RECREATION
NV010	R1033	ELKO FIELD OFFICE COMPLEX
NV020	R1458	MCDERMITT FIRE STATION
NV030 SITE	R0272	SPORTSMANS BEACH RECREATION
NV030	R0660	INDIAN CREEK RES. RECREATION SITE
NV040	R1482	PONY SPRINGS FIRE STATION
NV050	R0532	RED ROCK CONSERVATION AREA
NV050	R0554	LAS VEGAS ADMINISTRATIVE SITE
NV050 CENTER	R1608	DESERT TORTOISE CONSERVATION
NV060	R1500	TONAPAH RAH OFFICE COMPLEX
NV060	R1614	BATTLE MOUNTAIN AIR TANKER BASE
NV910 CENTER	R0659	NAT'L WILD HORSE AND BURRO
OREGON		
OR010	R0113	LAKEVIEW DISTRICT SITE
OR010	R0117	GERBER RECREATION AREA
OR010	R0122	FT ROCK GUARD STATION
OR010	R1420	KLAMATH FALLS ADMINISTRATIVE SITE
OR020	R0101	SOUTH STEENS CAMPGROUND
OR020	R0672	WILD HORSE HOLDING FACILITY
OR020	R0991	FRENCHGLEN GUARD STATION

OR030
OR030

R0067
R0674

VALE ADMIN SITE
BURNS JUNCTION ADMINISTRATIVE SITE

Attachment 4-3

OFFICE	RP #	FACILITY NAME
OR030	R1428	NAT'L HISTORIC OREGON TRAIL FLAGSTAFF HILL
OR080	R0140	FISHERMEN'S BEND RECREATION SITE
OR080	R0189	HORNING SEED ORCHARD
OR080	R0501	ALSEA FALLS RECREATION SITE
OR080	R0505	WILDWOOD RECREATION AREA
OR080	R0886	SALEM DISTRICT OFFICE
OR080	R1008	YAQUINA HEAD OUTSTANDING NATURAL AREA
OR090	R0092	WHITTAKER RECREATION SITE
OR090	R0637	SHOTGUN CREEK RECREATION SITE
OR090	R0924	EUGENE DISTRICT WETLANDS OFFICE
OR090	R1120	TRAVIS TYRRELL SEED ORCHARD
OR100	R0100	SUSAN CREEK RECREATION SITE
OR100	R0407	OSPREY BOAT RAMP RECREATION SITE
OR100	R0537	CAVITT CREEK RECREATION SITE
OR100	R0594	ROSEBURG DISTRICT COMPLEX
OR110	R0593	HYATT LAKE RECREATION SITE
OR110	R0664	CHARLES A SPRAGUE ORCHARD
OR110	R0668	MEDFORD FIELD OFFICE COMPLEX
OR110	R0972	PROVOLT SEED ORCHARD
OR120	R0073	LOON LAKE RECREATION SITE
OR120	R1419	DEAN CREEK ELK VIEWING AREA
OR120	R1477	NORTH SPIT BOAT RAMP
OR120	R1609	NEW RIVER ACEC
UTAH		
UT010	R1612	FILLMORE ADMIN SITE
UT020	R0919	MUSKRAT SPRINGS FIELD OFFICE
UT020	R0920	VERNON FIELD STATION
UT030	R0294	ESCALANTE INTERAGENCY ADMINISTRATIVE SITE
UT030	R1619	CANNONVILLE VISITOR CENTER
UT030	R1620	BIG WATER VISITOR CENTER
UT050	R0263	HANKSVILLE ADMINISTRATIVE SITE
UT050	R0965	OASIS CAMPGROUND
UT050	R0966	LITTLE SAHARA ADMINISTRATIVE SITE
UT050	R1018	WHITE SANDS CAMP
UT060	R0229	PRICE ADMINISTRATIVE SITE
WYOMING		
WY010	R0892	WORLAND ADMINISTRATIVE SITE
WY030	R0307	RAWLINS ADMINISTRATIVE SITE
WY040	R0895	ROCK SPRINGS ADMINISTRATIVE SITE
WY060	R1070	PLATTE RIVER RESOURCE AREA
WY060	R1621	NATIONAL HISTORIC TRAILS CENTER

